

# Building Application Receipt Checklist (Dwelling)

**Postal Address**  
LMB 7  
Inglewood QLD 4387

**Building Services**  
Ph: 07 4671 7400  
Fax: 07 4671 7433

**Internet/Email**  
[www.grc.qld.gov.au](http://www.grc.qld.gov.au)  
[mail@grc.qld.gov.au](mailto:mail@grc.qld.gov.au)

*Applicants shall make themselves familiar with Council's Cost Recovery Fees & Commercial Charges which are available by contacting Goondiwindi Regional Council or on Council's website at [www.grc.qld.gov.au](http://www.grc.qld.gov.au)*

**DATE:** \_\_\_\_\_

**APPLICANT'S NAME:** \_\_\_\_\_

**BUILDING SITE ADDRESS:** \_\_\_\_\_

1.	<b>Planning Approval for Earthworks (Building Pad) in excess of 500m<sup>3</sup> and/or greater than 1m high</b> <i>(contact Town Planning Department for further information)</i>	<input type="checkbox"/>
2.	<b>Completed DA Form 2 (current)</b>	<input type="checkbox"/>
3.	<b>Site Plan (preferably 1:500)</b> <ul style="list-style-type: none"> <li>• This may be a copy of the registered survey plan with the buildings drawn showing distances to boundaries.</li> </ul>	<input type="checkbox"/>
4.	<b>Foundation Details</b> <ul style="list-style-type: none"> <li>• Residential (new &amp; extension) work and sheds must contain an Engineer's design certification (Form 15).</li> </ul>	<input type="checkbox"/>
5.	<b>Soil Test Report (for new Buildings &amp; Additions)</b> <i>Excludes garden type sheds and swimming pools</i>	<input type="checkbox"/>
6.	<b>Building Details (Minimum of two (2) sets of all plans and specifications)</b> <ul style="list-style-type: none"> <li>• <b>New Work</b> <ul style="list-style-type: none"> <li>○ Floor Plan</li> <li>○ Elevations</li> <li>○ Bracing Details</li> <li>○ Material specifications (i.e. Lintels, studs, plates, tie-down, beams, etc.)</li> </ul> </li> <li>• <b>Removal Houses</b> <ul style="list-style-type: none"> <li>○ Require photos showing the condition of the house</li> <li>○ Floor Plan</li> <li>○ Specification of any structural changes or additions</li> </ul> </li> </ul>	<input type="checkbox"/>
7.	<b>Confirmation of Insurance when Builder is engaged</b> When sighting "Confirmation of Insurance" ensure that all details are correct, e.g. Lot number, site address and builder's name along with construction number. <i>If builder is doing job = over \$3,300 need QBCC Insurance</i>	<input type="checkbox"/>
8.	<b>Owner / Builder</b> <ul style="list-style-type: none"> <li>• <b>Owner Builder Permit is not required if total value of work is less than \$11,000</b></li> <li>• <b>Owner Builder Permit is required if total value of work is over \$11,000</b></li> </ul>	<input type="checkbox"/>
9.	<b>Energy Efficiency requirements</b> (Applies to Dwellings and attached garages)	<input type="checkbox"/>
10.	<b>Termite Management</b> (Acknowledgement Notice)	<input type="checkbox"/>
11.	<b>Sustainable Housing Laws</b> (Acknowledgement Notice)	<input type="checkbox"/>

**OFFICE USE ONLY**

Dwellings – refer to Council's Fees & Charges

Building Lodgement Fee + Class 1 up to 150m<sup>2</sup> + Each m<sup>2</sup> thereafter

Fee:	\$	Date:		Receipt #:		Initials:	
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## REQUIREMENTS FOR LODGING BUILDING APPLICATIONS

### Wind Rating Generally W41 (N3)

May be altered if application contains a site assessment carried out by a suitably qualified person. (Registered Professional Engineer of Queensland)

### Insurance

- Insurance is paid through the Queensland Building & Construction Commission for Domestic Building work.
- Insurance is not required for Commercial Building work.

### 1. Fees

### 2. QBCC Insurance Premiums

- Confirmation of QBCC Insurance must be supplied.

### 3. Owner Builder Permit

- Owner Builder Permit not required if value is less than \$11,000
- Owner Builder Permit is required for work over \$11,000

### 4. Class 1(a) & 10(a) Buildings

**The maximum site coverage for all roofed buildings must not exceed 50% of the land area.**

### 5. Removal Buildings

*Payment of a Bond:-*

- The amount of bond required is determined by Council and assessed as part of the concurrence approval.
- A transport bond is payable for potential road furniture damage.
- Bonds are refundable upon satisfactory completion of building works within 6 months of commencement.

### 6. Pools

- Type Pool & Fence (fiberglass pool shell – Engineers Certificate)
- Application fee – (as applicable)

### 7. Crossover Construction

- **Required where this is a condition of development**

### 8. Plumbing & Drainage Work

- *Plumbing & Drainage Application Checklist*
- *Application for Compliance Assessment Form 1 with all details*
- *Site Plan x 1 copy*
- *Floor Plan x 1 copy*
- *Proposed Drainage Plan – 4 copies*
- *Onsite Sewerage Design – 4 copies (required only if not connected to GRC sewerage system)*
- *Notification of Responsible Person – Form 7*
- *Water Connection Form*
- *Relevant Fee*

### To Lodge a Building Application the following documents are required to be submitted:

- Completed Building application (Current DA Form 2)
- Minimum 2 copies of all plans & specifications
- Site Plan (showing all buildings, existing and proposed including distances to boundaries etc.)
- Architectural, Plan & Elevations
- Structural Specifications
- Sewerage/ Septic details – plans (*including method of disposal*)
- Footing Details - require Engineers Certification, soil test report & Form 15 Certificate
- Completed Termite Protection System Acknowledgment form (*attached*)
- Long Service Levy receipt (*must be paid if residential work is \$150,000 or more*)
- Builders Details (*including Builders Licence #, Name & Phone #*)
- Evidence of payment of QBCC Insurance premium (*Builder to pay if greater than \$3,300*)
- Energy efficiency calculations for dwellings and attached garages.
- Sustainable Housing – Declaration Form
- Roofwater disposal calculations
- Stormwater & Soil erosion control measures.

### When lodging a building application for the removal of a building or structure the following documents should also be submitted:-

- Layout, structural details, photographs.
- Inspection report
- Engineers or Builders – Pest Inspection report if required
- Report on building if it contains asbestos

### When lodging a building application for the construction / erection of a pool the following documents should be submitted:-

- Site Plan (2 copies)
- Pool details (including filtration type and pump capacity)
- Fence Details
- Development Application (DA Form 2)
- Builder's details

### Owner Detail to:-

- Include Postal Address
- Contact details – email and telephone number

# DA Form 2 – Building work details

Approved form (version 1.2 effective 7 February 2020) made under Section 282 of the Planning Act 2016.

This form **must** be used to make a development application **involving building work**.

For a development application involving **building work only**, use this form (DA Form 2) only. The DA Forms Guide provides advice about how to complete this form.

For a development application involving **building work associated and any other type of assessable development** (i.e. material change of use, operational work or reconfiguring a lot), use *DA Form 1 – Development application details* and parts 4 to 6 of this form (DA Form 2).

Unless stated otherwise, all parts of this form **must** be completed in full and all required supporting information **must** accompany the development application.

One or more additional pages may be attached as a schedule to this development application if there is insufficient space on the form to include all the necessary information.

This form and any other form relevant to the development application must be used to make a development application relating to strategic port land and Brisbane core port land under the *Transport Infrastructure Act 1994*, and airport land under the *Airport Assets (Restructuring and Disposal) Act 2008*. For the purpose of assessing a development application relating to strategic port land and Brisbane core port land, any reference to a planning scheme is taken to mean a land use plan for the strategic port land, Brisbane port land use plan for Brisbane core port land, or a land use plan for airport land.

**Note:** All terms used in this form have the meaning given under the Planning Act 2016, the Planning Regulation 2017, or the Development Assessment Rules (DA Rules).

## PART 1 – APPLICANT DETAILS

1) Applicant details	
Applicant name(s) (individual or company full name)	
Contact name (only applicable for companies)	
Postal address (PO Box or street address)	
Suburb	
State	
Postcode	
Country	
Contact number	
Email address (non-mandatory)	
Mobile number (non-mandatory)	
Fax number (non-mandatory)	
Applicant's reference number(s) (if applicable)	

## PART 2 – LOCATION DETAILS

### 2) Location of the premises (complete 2.1 and 2.2 if applicable)

**Note:** Provide details below and attach a site plan for any or all premises part of the development application. For further information, see [DA Forms Guide: Relevant plans](#).

#### 2.1) Street address and lot on plan

- Street address **AND** lot on plan (all lots must be listed), **or**
- Street address **AND** lot on plan for an adjoining or adjacent property of the premises (appropriate for development in water but adjoining or adjacent to land e.g. jetty, pontoon. All lots must be listed).

Unit No.	Street No.	Street Name and Type	Suburb
Postcode	Lot No.	Plan Type and Number (e.g. RP, SP)	Local Government Area(s)

### 2.2) Additional premises

- Additional premises are relevant to this development application and the details of these premises have been attached in a schedule to this development application
- Not required

### 3) Are there any existing easements over the premises?

**Note:** Easement uses vary throughout Queensland and are to be identified correctly and accurately. For further information on easements and how they may affect the proposed development, see the [DA Forms Guide](#)

- Yes – All easement locations, types and dimensions are included in plans submitted with this development application
- No

## PART 3 – FURTHER DETAILS

### 4) Is the application only for building work assessable against the building assessment provisions?

- Yes – proceed to 8)
- No

### 5) Identify the assessment manager(s) who will be assessing this development application

### 6) Has the local government agreed to apply a superseded planning scheme for this development application?

- Yes – a copy of the decision notice is attached to this development application
- The local government is taken to have agreed to the superseded planning scheme request – relevant documents attached
- No

### 7) Information request under Part 3 of the DA Rules

- I agree to receive an information request if determined necessary for this development application
- I do not agree to accept an information request for this development application

**Note:** By not agreeing to accept an information request I, the applicant, acknowledge:

- that this development application will be assessed and decided based on the information provided when making this development application and the assessment manager and any referral agencies relevant to the development application are not obligated under the DA Rules to accept any additional information provided by the applicant for the development application unless agreed to by the relevant parties.
- Part 3 of the DA Rules will still apply if the application is an application listed under section 11.3 of the DA Rules.

Further advice about information requests is contained in the [DA Forms Guide](#).

### 8) Are there any associated development applications or current approvals?

- Yes – provide details below or include details in a schedule to this development application
- No

List of approval/development application	Reference	Date	Assessment manager
<input type="checkbox"/> Approval <input type="checkbox"/> Development application			
<input type="checkbox"/> Approval <input type="checkbox"/> Development application			

9) Has the portable long service leave levy been paid?

- Yes – a copy of the receipted QLeave form is attached to this development application
- No – I, the applicant will provide evidence that the portable long service leave levy has been paid before the assessment manager decides the development application. I acknowledge that the assessment manager may give a development approval only if I provide evidence that the portable long service leave levy has been paid
- Not applicable (e.g. building and construction work is less than \$150,000 excluding GST)

Amount paid	Date paid (dd/mm/yy)	QLeave levy number (A, B or E)
\$		

10) Is this development application in response to a show cause notice or required as a result of an enforcement notice?

- Yes – show cause or enforcement notice is attached
- No

11) Identify any of the following further legislative requirements that apply to any aspect of this development application

- The proposed development is on a place entered in the **Queensland Heritage Register** or in a local government's **Local Heritage Register**. See the guidance provided at [www.des.qld.gov.au](http://www.des.qld.gov.au) about the requirements in relation to the development of a Queensland heritage place

Name of the heritage place:	Place ID:

## PART 4 – REFERRAL DETAILS

12) Does this development application include any building work aspects that have any referral requirements?

- Yes – the *Referral checklist for building work* is attached to this development application
- No – proceed to Part 5

13) Has any referral agency provided a referral response for this development application?

- Yes – referral response(s) received and listed below are attached to this development application
- No

Referral requirement	Referral agency	Date referral response

Identify and describe any changes made to the proposed development application that was the subject of the referral response and this development application, or include details in a schedule to this development application (if applicable)

## PART 5 – BUILDING WORK DETAILS

14) Owner's details

- Tick if the applicant is also the owner and proceed to 15). Otherwise, provide the following information.

Name(s) (individual or company full name)	
Contact name (applicable for companies)	
Postal address (P.O. Box or street address)	
Suburb	
State	

Postcode	
Country	
Contact number	
Email address <i>(non-mandatory)</i>	
Mobile number <i>(non-mandatory)</i>	
Fax number <i>(non-mandatory)</i>	

### 15) Builder's details

Tick if a builder has not yet been engaged to undertake the work and proceed to 16). Otherwise provide the following information.

Name(s) <i>(individual or company full name)</i>	
Contact name <i>(applicable for companies)</i>	
QBCC licence or owner – builder number	
Postal address <i>(P.O. Box or street address)</i>	
Suburb	
State	
Postcode	
Contact number	
Email address <i>(non-mandatory)</i>	
Mobile number <i>(non-mandatory)</i>	
Fax number <i>(non-mandatory)</i>	

### 16) Provide details about the proposed building work

What type of approval is being sought?

- Development permit  
 Preliminary approval

b) What is the level of assessment?

- Code assessment  
 Impact assessment *(requires public notification)*

c) Nature of the proposed building work (tick all applicable boxes)

- |   |  |
|---|--|
| <input type="checkbox"/> New building or structure  | <input type="checkbox"/> Repairs, alterations or additions |
| <input type="checkbox"/> Change of building classification <i>(involving building work)</i> | <input type="checkbox"/> Swimming pool and/or pool fence   |
| <input type="checkbox"/> Demolition   | <input type="checkbox"/> Relocation or removal             |

d) Provide a description of the work below or in an attached schedule.

e) Proposed construction materials

External walls	<input type="checkbox"/> Double brick	<input type="checkbox"/> Steel	<input type="checkbox"/> Curtain glass
	<input type="checkbox"/> Brick veneer	<input type="checkbox"/> Timber	<input type="checkbox"/> Aluminium
	<input type="checkbox"/> Stone/concrete	<input type="checkbox"/> Fibre cement	<input type="checkbox"/> Other
Frame	<input type="checkbox"/> Timber	<input type="checkbox"/> Steel	<input type="checkbox"/> Aluminium
	<input type="checkbox"/> Other		
Floor	<input type="checkbox"/> Concrete	<input type="checkbox"/> Timber	<input type="checkbox"/> Other
Roof covering	<input type="checkbox"/> Slate/concrete	<input type="checkbox"/> Tiles	<input type="checkbox"/> Fibre cement
	<input type="checkbox"/> Aluminium	<input type="checkbox"/> Steel	<input type="checkbox"/> Other

f) Existing building use/classification? *(if applicable)*

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g) New building use/classification? (if applicable)
h) Relevant plans <b>Note:</b> Relevant plans are required to be submitted for all aspects of this development application. For further information, see <a href="#">DA Forms Guide: Relevant plans</a> .
<input type="checkbox"/> Relevant plans of the proposed works are attached to the development application

<b>17) What is the monetary value of the proposed building work?</b>
\$

<b>18) Has Queensland Home Warranty Scheme Insurance been paid?</b>		
<input type="checkbox"/> Yes – provide details below		
<input type="checkbox"/> No		
Amount paid	Date paid (dd/mm/yy)	Reference number
\$		

## PART 6 – CHECKLIST AND APPLICANT DECLARATION

<b>19) Development application checklist</b>	
The relevant parts of <i>Form 2 – Building work details</i> have been completed	<input type="checkbox"/> Yes
This development application includes a material change of use, reconfiguring a lot or operational work and is accompanied by a completed <i>Form 1 – Development application details</i>	<input type="checkbox"/> Yes <input type="checkbox"/> Not applicable
Relevant plans of the development are attached to this development application <b>Note:</b> Relevant plans are required to be submitted for all aspects of this development application. For further information, see <a href="#">DA Forms Guide: Relevant plans</a> .	<input type="checkbox"/> Yes
The portable long service leave levy for QLeave has been paid, or will be paid before a development permit is issued (see 9)	<input type="checkbox"/> Yes <input type="checkbox"/> Not applicable

<b>20) Applicant declaration</b>
<input type="checkbox"/> By making this development application, I declare that all information in this development application is true and correct
<input type="checkbox"/> Where an email address is provided in Part 1 of this form, I consent to receive future electronic communications from the assessment manager and any referral agency for the development application where written information is required or permitted pursuant to sections 11 and 12 of the <i>Electronic Transactions Act 2001</i>
<b>Note:</b> It is unlawful to intentionally provide false or misleading information.
<b>Privacy</b> – Personal information collected in this form will be used by the assessment manager and/or chosen assessment manager, any referral agency and/or building certifier (including any professional advisers which may be engaged by those entities) while processing, assessing and deciding the development application. All information relating to this development application may be available for inspection and purchase, and/or published on the assessment manager's and/or referral agency's website. Personal information will not be disclosed for a purpose unrelated to the <i>Planning Act 2016</i> , <i>Planning Regulation 2017</i> and the DA Rules except where: <ul style="list-style-type: none"> <li>• such disclosure is in accordance with the provisions about public access to documents contained in the <i>Planning Act 2016</i> and the <i>Planning Regulation 2017</i>, and the access rules made under the <i>Planning Act 2016</i> and <i>Planning Regulation 2017</i>; or</li> <li>• required by other legislation (including the <i>Right to Information Act 2009</i>); or</li> <li>• otherwise required by law.</li> </ul> This information may be stored in relevant databases. The information collected will be retained as required by the <i>Public Records Act 2002</i> .

## PART 7 – FOR COMPLETION BY THE ASSESSMENT MANAGER – FOR OFFICE USE ONLY

Date received:  Reference numbers:

For completion by the building certifier		
Classification(s) of approved building work		
Name	QBCC Certification Licence number	QBCC Insurance receipt number

Notification of engagement of alternative assessment manager	
Prescribed assessment manager	
Name of chosen assessment manager	
Date chosen assessment manager engaged	
Contact number of chosen assessment manager	
Relevant licence number(s) of chosen assessment manager	

Additional information required by the local government			
Confirm proposed construction materials:			
External walls	<input type="checkbox"/> Double brick <input type="checkbox"/> Brick veneer <input type="checkbox"/> Stone/concrete	<input type="checkbox"/> Steel <input type="checkbox"/> Timber <input type="checkbox"/> Fibre cement	<input type="checkbox"/> Curtain glass <input type="checkbox"/> Aluminium <input type="checkbox"/> Other
Frame	<input type="checkbox"/> Timber <input type="checkbox"/> Other	<input type="checkbox"/> Steel	<input type="checkbox"/> Aluminium
Floor	<input type="checkbox"/> Concrete	<input type="checkbox"/> Timber	<input type="checkbox"/> Other
Roof covering	<input type="checkbox"/> Slate/concrete <input type="checkbox"/> Aluminium	<input type="checkbox"/> Tiles <input type="checkbox"/> Steel	<input type="checkbox"/> Fibre cement <input type="checkbox"/> Other

QLeave notification and payment			
<i>Note: For completion by assessment manager if applicable</i>			
Description of the work			
QLeave project number			
Amount paid (\$)		Date paid (dd/mm/yy)	
Date receipted form sighted by assessment manager			
Name of officer who sighted the form			

Additional building details required for the Australian Bureau of Statistics			
Existing building use/classification? <i>(if applicable)</i>			
New building use/classification?			
Site area (m <sup>2</sup> )		Floor area (m <sup>2</sup> )	



# Referral checklist for building work

This referral checklist is required where any aspect of building work for a development application requires referral as identified in *DA Form 2 – Building work details*.

All relevant referral requirements for the development application are to be identified on this checklist. This checklist is to accompany *DA Form 2 – Building work details* for all development applications for building work that require referral.

**Note:** All terms used within the forms have the meaning given under the *Planning Act 2016*, the *Planning Regulation 2017*, or the *Development Assessment Rules (DA Rules)*.

## 1) Referral requirements relevant to any building work identified on *DA Form 2 – Building work details*

**Note:** The *Planning Regulation 2017* will determine if referral is required for a development application.

### Matters requiring referral to the **Chief Executive of the *Planning Act 2016***:

- Premises seaward of coastal building line
- Declared fish habitat area
- State transport corridor
- Future State transport corridor
- Queensland heritage place
- Koala habitat in SEQ region

### Matters requiring referral to the **local government**:

- Particular class 1 and 10 buildings and structures involving possible amenity and aesthetic impacts
- Particular buildings for residential purposes
- Design and siting
- Fire safety in particular budget accommodation buildings
- Higher risk personal appearance services
- Building work for residential services
- Building work for removal or rebuilding
- Building work for particular class 1 buildings relating to material change of use
- Temporary accommodation buildings
- Building work relating to end of trip facilities for Queensland Development Code, part 4.1
- Building work for class 1 building on premises with on-site wastewater management system
- Flood hazard area
- Local heritage place

### Matters requiring referral to the **Queensland Fire and Emergency Service**:

- Fire safety systems – special fire services required or alternative solution proposed
- Fire safety systems – budget accommodation building
- Fire safety systems – residential care building
- Water-based fire safety installations
- Fire safety for farm buildings

### Matters requiring referral to **Safe Food Production QLD**:

- Retail meat premises

### Matters requiring referral to the **Chief Health Officer under the *Hospital and Health Boards Act 2011***:

- Private health facilities

### Matters requiring referral to the **Chief Executive of the *Pastoral Workers' Accommodation Act 1980***:

- Pastoral workers' accommodation

### Matters requiring referral to the **relevant service provider**:

- Building work over or near relevant infrastructure relating to Queensland Development Code, part 1.4



# Acknowledgement Notice Sustainable Housing Laws

**Postal Address**  
LMB 7  
Inglewood QLD 4387

**Building Services**  
Ph: 07 4671 7400  
Fax: 07 4671 7433

**Internet/Email**  
[www.grc.qld.gov.au](http://www.grc.qld.gov.au)  
[mail@grc.qld.gov.au](mailto:mail@grc.qld.gov.au)

1. For \_\_\_\_\_ (description of work e.g. Dwelling / Major Renovations)  
Class 1 and Class 2
2. Site Address: \_\_\_\_\_
3. RPD: \_\_\_\_\_ LOT: \_\_\_\_\_ RP/SP: \_\_\_\_\_
4. Owner/s: \_\_\_\_\_
5. Applicant: \_\_\_\_\_

### Declaration

I/We, the undersigned hereby acknowledge and declare that I/we accept the responsibility to comply with the following:

Building of Class 1 and 2 to comply with QDC Part MP 4.1 (Version 1.13 September 2020):

- Water Saving Shower Roses have a minimum of 3-Star Water Efficiency Labelling and Standards rating.
- Mains water pressure levels not to exceed levels set out in AS/NZS 3500.1:2015.
- Toilet cisterns:
  - Dual Flush and have a minimum 4-Star Water Efficiency Labelling and Standards Rating; and
  - Compatible with size of the toilet bowl to allow proper function of toilet.
- Tapware has a minimum 3-Star Water Efficiency Labelling and Standards Rating for taps serving:
  - Laundry tubs;
  - Kitchen sinks; and
  - Basins.
- Fluorescent light or compact fluorescent lights (CFLs) must be the only fixed artificial light source used in rooms that account for at least 80% of the total fixed internal lighting.

\_\_\_\_\_  
Builder's signature

\_\_\_\_\_  
Owner's signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# Acknowledgement Notice Termite Protection System

**Postal Address**  
LMB 7  
Inglewood QLD 4387

**Building Services**  
Ph: 07 4671 7400  
Fax: 07 4671 7433

**Internet/Email**  
[www.grc.qld.gov.au](http://www.grc.qld.gov.au)  
[mail@grc.qld.gov.au](mailto:mail@grc.qld.gov.au)

1. For \_\_\_\_\_ (description of work e.g. New Dwelling / Extension)
2. Site Address: \_\_\_\_\_
3. RPD: \_\_\_\_\_ LOT: \_\_\_\_\_ RP/SP: \_\_\_\_\_

### Declaration

I/We, \_\_\_\_\_, being the owners/purchases of the above property acknowledge that I/we have been fully counselled by the licensed contractor named below in relation to:

- Approved alternatives for protection of the above-described building work against attack by subterranean termites.
- The scope of protection afforded by the various alternatives and particularly whether the alternatives provide 'whole building' or only 'partial' protection.
- Cost variances and durability features of the alternatives.
- The requirements for an on-going inspection program and maintenance responsibilities.

and that:

- The agreed system of protection for this building work is (description/type of system) \_\_\_\_\_
- I/we have received the following reference documentation namely \_\_\_\_\_ (system data & advisory publications).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_

I/we \_\_\_\_\_ (name of licensed individual or company) holding Building Services Authority license number \_\_\_\_\_ confirm having provided the above named with counselling and reference documentation as described herein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date